

# RECORD OF PROCEEDINGS

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**MINUTES OF A REGULAR MEETING OF THE  
BOARD OF DIRECTORS OF  
THE CHERRY CREEK VILLAGE WATER DISTRICT AND  
THE BOARD OF DIRECTORS OF ITS WATER UTILITY ENTERPRISE  
HELD  
FEBRUARY 12, 2019**

A Regular meeting of the Board of Directors of the Cherry Creek Village Water District and the Board of Directors of its Water Utility Enterprise (referred to hereafter as "Board") was held on Tuesday, February 12, 2019 at 8:45 a.m., at the offices of Community Resource Services, 7995 E. Prentice Avenue, Suite 103E, Greenwood Village, Colorado. This meeting was open to the public.

**ATTENDANCE**

The regular meeting of the Board was called and held, as shown, in accordance with Colorado law. The following Directors were present:

John Forney  
Lou Schroeder  
Joseph Ryan  
Dale Heider

Absent was Director Viseur, whose absence was excused.

Also present were:  
Tim Flynn, Esq., Collins Cockrel & Cole P.C.  
Greg Sekera, Kennedy/Jenks  
Lisa Jacoby, Community Resource Services of Colorado, LLC

**CALL TO ORDER /  
PLEDGE OF ALLEGIANCE**

Director Forney called the meeting to order at 9:05 a.m. and the pledge of allegiance was conducted.

**QUORUM /  
QUALIFICATIONS/  
DISCLOSURE MATTERS**

It was noted that a quorum was present. All of the Directors are qualified and there are no conflicts of interest disclosures required.

**ADMINISTRATIVE  
MATTERS**

Agenda: Upon review and discussion of the Agenda and a motion duly made, seconded and, upon vote, unanimously carried, the Board accepted the agenda as presented.

Minutes: The Minutes of the January 8, 2019 Regular Board meeting were presented to the Board. Following review and discussion, upon a motion duly made, seconded and, upon vote, unanimously carried, the minutes were approved as presented.

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## PUBLIC COMMENT

None.

## FINANCIAL MATTERS

Review and Approve Payment of Claims: Ms. Jacoby reviewed the February 12, 2019 claims represented by check numbers 1175-1180 including Auto-Payments coming to a grand total of \$33,454.75. Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board approved the February 12, 2019 claims as presented.

Review Cash Position and Fund Allocation: Ms. Jacoby reviewed the Cash Position with the Board for the period ending January 31, 2019, adjusted as of February 7, 2019 as well as the Fund Allocation report. Following review and discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board accepted the Cash Position and Fund Allocation as presented.

Financial Statements: Ms. Jacoby reviewed the Financial Statements for the period ending January 31, 2019. After review, upon motion duly made, seconded and, upon vote, unanimously carried, the Board accepted the Financial Statements as presented.

Utility Account Delinquencies: Ms. Jacoby reported that no commercial customers were scheduled for shut-off; however, 4 residential customers were scheduled for shut-off on Wednesday, February 27, 2019 if accounts were not brought current prior to that date.

## DIRECTORS ITEMS

There were no Director's items.

## MANAGEMENT ITEMS

Review Consumption Report: The Board reviewed the Consumption Report.

Weber / 4288 S. Alton St. Claim for Driveway Damage: Ms. Jacoby reported that the Special District Property and Liability Pool had been notified of the driveway damage claim at 4288 South Alton Street. It was not clear whether the Pool would deny or allow the claim. Additional information on this matter will be provided to the Board at its March meeting.

## MAINTENANCE AND OPERATIONAL MATTERS

Engineering Report: Mr. Sekera reviewed his engineering report with the Board, which is made a part of these Minutes. He noted that transponders are replaced upon determination of failure, which cannot be predicted.

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## LEGAL

Consumer Data Privacy Act: Attorney Flynn discussed the Consumer Data Privacy Law and related Memorandum he had prepared. He also distributed for consideration a Resolution Adopting A Consumer Data Privacy Policy. Following review, upon motion duly made, seconded and, upon vote, unanimously carried, the Board adopted Resolution 2019-2-1; A Resolution Adopting A Consumer Data Privacy Policy.

Mr. Flynn will review the District's contract with Community Resource Services of Colorado, LLC to make sure that the contract requires CRS to comply with the law.

## ADJOURNMENT

There being no further business to come before the Board, upon a motion made, seconded and upon vote, unanimously carried, the meeting was adjourned at 9:30 a.m.

Respectfully submitted,

  
Secretary for the Meeting

February 6, 2019

## **Memorandum**

To: Cathy Noon, District Manager  
From: Greg S. Sekera, P.E.  
Subject: Engineering Report for Board of Directors Meeting on February 12, 2019  
*Cherry Creek Village Water District*  
KJ Job No. 1946003\*GENW

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Briefly presented below are the items that we have been involved in during the past month.

1. System Maintenance – We coordinated the following maintenance items during the past month:
  - Master Meters – The most recent meter readings indicated that the Yosemite meter delivered 6% of the flow and the Dayton meter delivered 94%. Total water supplied to the District was 4.6 MG for the January period (0.3 MG more than the prior period).
  - PRVs – There are currently no issues or concerns with the PRVs.
  - Meter Transponders – There were no new issues with transponders in January. The transponder for the 3-inch meter for the Belleview Elementary school needs replaced and has been ordered.
  - Customer Complaints and Investigations – The following are investigations performed at the request of customers this past month.
    - a. No issues this past month.
  - Fire Hydrant and Valve Maintenance – We will initiate the annual inspections, repairs, and replacements as identified in the 2019 budget in April.
  - Fire Hydrant Meter – The following fire hydrant permits were issued:
    - a. There were no permits issued in January.
  - Water Line Breaks – A claim was reported by Ms. Christine Weber at 4288 S. Alton Street for damage to her driveway apparently caused by the water line break on November 29. The District has filed a claim with the District's insurance. The claim is pending.
  - Facility Locates – Reviewed several locate requests.
  - Maintenance Tracking – A copy of the maintenance tracking/schedule is attached.

2019 Water System Maintenance Tracking  
Cherry Creek Village Water District

ITEM	DESCRIPTION	NO. OF UNITS	FREQUENCY	SCHEDULED DATE	019 BUDGET AMOUNT	ACTUAL COST
<b>Routine Maintenance (by C&amp;L Water Solutions)</b>						
1	Inspect/Operate Valves	145	Once Every 2 Years	March-20		\$0
2	Inspect/Operate Fire Hydrants	73	Once/Year	March-19	\$4,015	\$0
3	Inspect/Operate/Flow Test PRVs	2	Two Times/Year	May/Nov	\$2,400	\$0
4	Flush Dead End Cul-de-sacs (Blow-Offs)	11	Once/Year	March-19	\$660	\$0
	Subtotal				\$7,075	\$0
	Contingency @	10%			\$1,000	\$0
	<b>Total Routine Maintenance</b>				<b>\$8,000</b>	<b>\$0</b>
<b>System Repairs and Replacements (by C&amp;L, others)</b>						
5	Replace Dayton PRV (6" PRV valve only)	1		2019	\$10,000	\$0
6	Raise Valve Boxes from Under Asphalt	8		May-19	\$5,200	\$0
7	Clean Valve Boxes (vacuum and operate valve)	20		May-19	\$1,500	\$0
8	Replace Valve/B.O. (in asphalt)	2		May-19	\$20,000	\$0
9	Misc. Valve Repairs (replace valve boxes)	12		May-19	\$7,200	\$0
10	Fire Hydrant Repairs	13		May-19	\$7,150	\$0
11	Fire Hydrant Replacement	4		May-19	\$40,000	\$0
12	Fire Hydrant Painting	23		May-19	\$1,495	\$0
13	Emergency Repairs (water line breaks)	1			\$30,000	\$0
	Subtotal				\$122,545	\$0
	Contingency @	15%			\$18,000	\$0
	<b>Total System Repairs and Replacements</b>				<b>\$141,000</b>	<b>\$0</b>
<b>Contractor Services (by C&amp;L Water Solutions)</b>						
14	Operator in Responsible Charge	12			\$1,200	\$0
15	Customer Service/Response (Investigations, Emergencies)	12			\$2,400	\$0
16	Master Meter Reads (once per month)	12		Monthly	\$2,700	\$0
17	Service Shut-offs (estimated)	16			\$2,400	\$186
18	Meter Transponder Repairs (Labor and Equip.)	16			\$8,000	\$0
19	Utility Locates (field)	24			\$3,600	\$150
	Subtotal				\$20,300	\$336
	Contingency @	20%			\$4,000	\$0
	<b>Total Contractor Services</b>				<b>\$24,000</b>	<b>\$336</b>
	<b>Total Repairs and Maintenance</b>				<b>\$173,000</b>	<b>\$336</b>
<b>WL Replacement Capital Projects</b>						
20	No Projects Anticipated in 2019				\$0	\$0
	<b>Total Capital Projects Budget</b>				<b>\$0</b>	<b>\$0</b>

NOTES:

1 Actual Cost column is summation of C&L Invoices received and approved in current year. Costs do not include material and equipment costs paid to others by District for repairs.